

EFFECTIVE

July 1, 2007.

SUBJECTS**1) PROGRAM
REFERENCE
TABLES (PRT)
HAVE MOVED****PRT, RFT**

Program Reference Tables (PRT) have moved from the Program Policy manual group to the Reference Manuals (RF) group effective 7/1/2007. They will now be called the Reference Tables Manual (RFT).

No longer use PRT, go to RFT under the Reference Manuals. PRT will be available historically but will no longer show in the current version of the Open/Jump/Search (OJS) panel. To view the tables historically, change the "Effective Date" in the OJS to June 1, 2007.

Refer to the "List of Manuals" desk aid which lists all manuals currently in production and provides a description of each three-character code listed in the OJS.

2) FORM REVISIONS

The following forms have been added, revised or obsoleted:

New Forms

- DHS-759, Request for Administrative Review of Criminal Convictions (new 03/07).
- DHS-4661P, Child Development and Care Request for Criminal History Check (new 04/07).

**Revised Forms/
Publications**

- DHS-38, Verification of Employment (rev. 1/07).
- DHS-38-S, Verification of Employment (rev. 1/07).
- DHS-220-A-SP, Day Care Aide Provider Application (Spanish version added).

- DHS-220-R-SP, Relative Care Provider Application (Spanish version added).
- DHS Pub-230, Provider Handbook and Reporting Instructions (rev. 02/07). Available online at: www.michigan.gov/dhs-publications.
- DHS Pub-872, ABCs Most Frequently Asked Questions (rev. 6/06). Available only online from the DHS public Web site.
- DHS Pub-874, ABCs Step-by-Step Instructions for Telephone Billing (2/06). Available only online from the DHS public Web site.
- DHS-3503, Verification Checklist (rev. 04/07). A check box is added for the DHS-4025.
- DHS-4025, CDC Provider Verification (rev. 1/07).
- DHS-4481, Model Payments System Provider Enrollment Confirmation Letter. Social security number instructions added for day care aide or relative care provider.
- DHS-4661, Child Development and Care Request for Central Registry Check (new 03/07).
- DHS-4807, Notice of Child Development and Care (CDC) Provider Eligibility (rev. 03/07).

Obsolete Forms

- DCH-1164, Guarantee of Payment for Pregnancy-Related Services.
- DHS-4783-A, Personal Responsibility Plan and Family Contract Part I.

**MANUAL
MAINTENANCE
INSTRUCTIONS****Added Items ...**

RFF 759
RFF 4661P
RFT 200
RFT 210
RFT 225
RFT 235
RFT 236
RFT 240
RFT 241
RFT 242
RFT 243
RFT 244
RFT 245
RFT 246
RFT 247
RFT 248
RFT 250
RFT 255
RFT 260
RFT 261
RFT 262
RFT 270
RFT 285
RFT 290
RFT 291
RFT 292
RFT 293
RFT 294
RFT 295
RFT 296

Changed Items (content changes) ...

RFF 38
RFF 38S
RFF 220A
RFF 220R
RFF 230
RFF 872
RFF 874

RFF 3503
RFF 4481
RFF 4661
RFF 4807

Changed Items (link changes only) ...

RFF 1910
RFF 4025

Deleted Items ...

RFF 4783A
RFF DCH1164